

POSITION PROFILE

JOB INFORMATION

Job Title	North Regional Manager
Organization	Volleyball BC
Reports to	Technical Director
Work Type	Part-Time Contract, 0.4 FTE (16 hours per week)
Salary	\$22,000 per annum
Start Date	October 2024
Closing Date	September 15, 2024

JOB OVERVIEW

Volleyball BC is the provincial sport governing body that actively encourages participation and fosters the development of volleyball in BC.

We are seeking an enthusiastic and highly-motivated individual to join our organization in a dynamic, sport-administration role located in Northern BC. Reporting to the Technical Director, the Northern Regional Manager is responsible for overseeing the development of volleyball across the Northern region of British Columbia while supporting strategic initiatives throughout BC. The Northern Regional Manager oversees the selection and management of event staff and gym coordinators in their region, maintains relationships with key stakeholders and facilities, and is capable of organizing and executing large-scale sporting events. This position requires the ability to work some evenings and weekends at various facilities across Northern BC, with occasional weekend work throughout the year. The successful candidate will work from a home-based office in Northern BC with the ability to travel around the region and to the Lower Mainland for staff meetings and events when required.

ROLES AND RESPONSIBILITIES

1. Duties

- Main point person for Volleyball BC in Northern BC with regular communication with members, clubs, stakeholders, and facilities;
- Identifying opportunities and developing partnerships for volleyball programming and services based on community need in Northern BC;
- Support, liaison, and assistance for local volleyball clubs and organisations;
- Updating online schedules and management of event registration system for all Volleyball BC events in the region;
- Event management, execution, and on-site coordination and program delivery as required throughout the year for club and beach events, community programs, Team BC camps, and VBC clinics;
- Planning and execution of various beach events;
- Management of all Northern High Performance programs and Team BC tryouts;
- Position coordinates with Regional Managers, Technical Director, Head of Programs and Pathways, Manager of Events, and at certain times of the year, Manager of Recreational Programs;
- Develops, tracks, and reports on program budgets and deliverables;
- Other duties as required.

2. Supervisory Responsibilities

- Hiring, management, and evaluation of part-time and seasonal event staff and coaches;
- Responsible for the storage, maintenance, and inventory tracking of valuable program equipment and supplies;

3. Working Conditions

- Primary working location is a home-based office environment located within the boundaries of the North region in British Columbia.
- (approximately 70%)
 - Must have access to a suitable home office space;
- Approximately 25% of time spent at indoor sport facilities such as gymnasiums
 - Direct exposure to loud noise due to live sports, whistles, and music in an enclosed area;
- Approximately 5% of time spent at outdoor beach facilities
 - Direct exposure to all outdoor elements for extended periods of time: sun, wind, rain, heat, and dust/sand at beach courts;
- Required to travel across Northern BC with volleyball equipment – access to personal vehicle is required;
- Required to travel to Lower Mainland for staff meetings and work events as required (approximately 3 - 5 times per year);
- This is an independent role within the organization, but the incumbent is expected to be in regular contact with the team and to be responsive via phone, email, internal messaging systems, etc. during office hours.

QUALIFICATIONS

1. Required Knowledge, Skills, Abilities:

- Understanding of volleyball programming is required (i.e. event planning, tournament draws, coaching, practice planning);
- Very strong communication, relationship-building, and interpersonal skills;
- Highly organized and proactive with superb time-management in a busy working environment;
- Ability to work both independently and in a team under stressful and high-pressure situations;
- Excellent problem-solving and conflict resolution skills with the proven ability to lead others;
- Knowledge of Microsoft Office and strong computer skills;
- Ability to repeatedly lift 50 lbs to waist height (role requires the ability to maneuver large and heavy equipment).

2. Training and Experience:

- Completion of four-year university degree in relevant field preferred (i.e. Recreation Management, Business Administration, or Education);
- 2 years of event management and program development experience preferred;
- 2 years of customer service and staff supervisory experience preferred.

3. Licenses, Certificates and Registrations:

- Valid Class 5 Drivers License issued in British Columbia required;
- Completion and maintenance of clear Criminal Record Check required;
- Development Coach Certified preferred OR willing to obtain within one year of start date;
- Long-Term Athlete Development (LTAD) and/or Physical Literacy training is considered an asset;
- First-Aid and CPR training is considered an asset.

APPLICATION DETAILS

Please forward resume to hire@volleyballbc.org by 5:00 PM PDT, Sunday, September, 15, 2024

We wish to thank all applicants for their interest; however only those invited to interview will be contacted.